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(Headquarters Logistics)

15. Requisition all administrative supplies
16. Processing and monitoring requests for changes in office space
17. Preparation of telephone requirements and listings
18. Accountable Officer for supplies and equipment
19. Assist in the acquisition of safe house facilities
20. Initiate requests for Printing and Reproduction Services

(Personnel)

21. Handle insurance and medical payments and claims for field personnel
22. Handle Credit Union loans and payments for field personnel
23. Prepare duty status reports for contract and staff agent personnel
24. Maintain Division locator file
25. Investigate and recommend to C/ES action on advance and LWOP leave requests
26. Answer questions on leave

(Budget & Finance)

27. Maintain overtime records
28. Control point for T & A's and checks

(Security)

29. Violations-Headquarters:
 - a. Review circumstances with Office of Security Representative
 - b. Prepare report of violation
 - c. Inform violator of penalty and see that it is applied

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31. Develop and disseminate fire and emergency plans
32. Report hazardous conditions to Agency Safety Office
33. Prepare staff-duty Security roster
34. Prepare division Security Notices
35. Counseling - foreign travel, recommendations and references for employment.
36. Division classification control office
37. Detect and correct insecure conditions and practices

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